

STEPS TO ENROLL FOR HEALTH CARD

BEFORE LOGIN, BE READY WITH THE FOLLOWING DOCUMENTS/PHOTOS:

SELF (Scanned copies) :

Aadhaar card/Aadhaar enrollment card.

- **1 & 2 pages of Old Service Register (or) 4&5 of New Service Register**

Passport size photo (45 mm X 35mm ICAO Complaint)

- **Disability Certificate, If you are disabled**

DEPENDENTS (Scanned copies) :

- **Aadhaar card/Aadhaar enrollment card**

- **Passport size photo (45 mm X 35mm ICAO Complaint)**

Birth certificate in case of children below 5 years.

- **Disability Certificate, If disabled.**

NOW LOG IN TO: www.ehf.gov.in

- **Click on Sign-in (Top right side of the screen)**

- **Your user ID is: your Employee ID(available with your DDO)**
- **Password is also: Your Employee ID(i.e. user ID as above)**
- **After login: change your password**

Enter your mobile number

- **New password will be sent to your mobile as message**
 - **After you sign-in: Click on "Registrations" in the left side**
 - **Then click on : "Initiate Health Card"**
 - **Now click on : Aadhaar No/ Aadhaar Enrollment No as the case may be**
 - **Enter Aadhaar No/ Aadhaar Enrollment number**
 - **Aadhaar Number is having 12 digits**
- Aadhaar Enrollment No is having (14 on left side+ 14 on right side and enter without special characters like 'P' : ' etc)**

- **Now click on "Retrieve Details"**
- **Application form appears**
- **Enter the details as required**
- **After entering details ' Save'**
- **Then click on "Add attachments"**

Before uploading attachments see that their size should be less than 200 KB, If not you can compress the picture through 'edit option' in MS Office picture manager (or) MS-Paint, so that memory size will be below 200 KB

- **Now add family members by clicking 'Add Beneficiary'**
- **Upload photo & Aadhaar Card of family members**
- **Save the enrollment form**
- **View the enrollment form by clicking "Print/View application"**
- **Verify the correctness of the details**
- **Edit the details if required and save again**
- **Now print the Application Form**
- **Sign the printed application and make a scan copy**
- **Now submit the application**

Message will be sent to your mobile as:

"Application submitted successfully; Your health card enrollment ID° ... ; Your signed application uploading is pending"

- **Now upload signed application by clicking "add attachment"**
- **Now submit application for approval**
- **Task will be sent to your DDO login**
- **If rejected by your DDO, again you can edit and resubmit for approval from your login.**